


**CISM Committee Meeting**  
**Office of Emergency Medical Services**  
**1041 Technology Park Drive, Glen Allen, VA**  
**April 15, 2010**  
**9:30 a.m.**

<b>Members Present:</b>	<b>OEMS Staff:</b>	<b>Guests:</b>
<b>Mary Jones, WVEMS</b>	Karen Owens	<b>Jeff Hammack, PEMS</b>
<b>Max Bornstein, ODEMSA</b>	Jim Nogle	
<b>Mason Copeland, TEMS/Suffolk Fire</b>	Wanda Street	
<b>Ellen Vest, PEMS</b>		
<b>Faith Smagalski, PEMS</b>		
<b>Ken Blank, VSP</b>		

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order:</b>	The meeting was called to order at 9:32 a.m.	
<b>Introductions:</b>	Everyone around the room introduced themselves.	
<b>Committee Member Updates:</b>	<p><b>Mary Jones</b> – Western Virginia EMS Council is holding a Basic group and Individual training program June 25-26, 2010 and first weekend in July.</p> <p><b>Max Bornstein</b> – Old Dominion EMS Alliance (ODEMSA) is just starting to put together an education program for the agencies, stressing what the CISM team is for and trying to boost membership.</p> <p>Karen stated that the Office of EMS cannot print anything, but we can work with our Public Information Officer to create documents to share with you and you can print them off if you like or send them out electronically.</p> <p><b>Mason Copeland</b> – Tidewater EMS is looking at putting together a combo class. They have two or three instructors that are interested. Mason stated that he has not seen any information on the symposium that is held in Suffolk. He was hoping to get some mini classes in the symposium. There are some classes in the Norfolk symposium.</p> <p><b>Ellen Vest</b> – The Peninsula EMS team is doing well. In January 2009, after 18 years, Ellen was no longer employed with PEMS but has continued as the volunteer team coordinator and found it harder to stay organized. They have tried to put together a class based on The Changing Face of Crisis and Disaster (ICISF). They could not locate an instructor. PEMS is in the process of doing a basic review for seasoned and new team members.</p> <p>Mary informed Ellen that her team member, Pam Frasier, is willing and would love to travel.</p>	

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	<p><b>OEMS Update, Karen Owens</b> – Karen stated that OEMS is waiting for approval to hold symposium this year. OEMS is moving forward with the assumption that it will be held. There is a CISM track this year:</p> <ul style="list-style-type: none"> <li>➤ Three Day Combo (Individual Basic &amp; Group) class taught by Pam Frasier on Wednesday, Thursday &amp; Friday</li> <li>➤ Suicide Prevention class taught by Sherry Todd on Friday and Saturday</li> <li>➤ What's New in CISM (What's Coming) class taught by Vicky Taylor</li> </ul> <p>A symposium CISM brochure will be sent to those individuals who may be interested in attending these classes. The CISM track will be listed in the Pre-Conference mailer informing that the CISM brochure is on the way. This was Bill Meador's suggestion. Karen is working with Sherry on a course for the Lord Fairfax region. She just did a course in Loudoun which was well attended. Fort Belvoir just contacted Karen about a course for 31 people and she has gotten in contact with a couple of teams for them.</p> <p>Jim stated that Karen was the designated person in the office for H1N1 and that kept her pretty busy. She and other office staff shipped out 50,000 hospitals gowns, 50,000 pairs of safety glasses, 45,500 N95 Masks, respirators and test kits.</p>	
<p><b>Learning Objectives:</b></p>  <p>Z:\WORD\CISM Learning Goals.doc</p>	<ul style="list-style-type: none"> <li>a. Review List</li> <li>b. Open Discussion</li> </ul> <p>Karen sent out an email of the CISM Learning Objectives. Upon receiving and reviewing Sherry Todd's version of the objectives, Karen felt that they were generally what the committee needed to focus on as a starting point. She also stated that these general objectives could be used as a guideline to examine courses and determine whether they meet the objectives that the committee agrees upon today. This is to be used as a quick reference.</p> <p>Ellen spoke of a chart that was shown at the ICISF course, The Changing Face of Crisis and Disaster. It shows the military and Red Cross versions of The Group Crisis Intervention and how they compare. Karen will try to locate it and bring it to the next meeting. This chart may be an instrument of guidance as to which courses to teach and take.</p> <p>Karen stated that a checklist needs to be created to justify the successful courses versus the other courses that are not so good. Is there a way to create this?</p> <p>Jeff spoke of having a state protocol or model to follow on a jurisdictional basis in order to accommodate different training modules.</p> <p>Mary stated that a template can be put on the website saying that if you want to start a course, these are the criteria that must be met in order for the course to be considered. This will make the course selection process more efficient.</p> <p>Ken stated that the list should begin by saying "This is to evaluate the compatibility with accepted peer debriefing programs such as ICISF, etc."</p> <p>Max stated that these should be goals and not objectives. The committee members agreed.</p>	<p><b>Karen will try to locate the Group Crisis Intervention comparison chart.</b></p>

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	After much discussion and clarification, the committee agreed that Sherry's list of general learning goals was acceptable. A motion was made to accept the goals as presented.	<b>A motion was made to accept the goals that Sherry created. All members accepted and none opposed.</b>
<b>Data Collection:</b>	<p>a. What do we want to gather? Karen asked what do we need statistically and what's important to know. When looking at Ellen's report, she asked if it is sufficient for reporting and gathering data. Everyone agreed that it was.</p> <p>She wants to gather information on: How many people are we serving? What intervention methods are being used?</p> <p>It was decided to add "Public Safety Vehicle Crash" to the type of calls. The committee also talked about the excessive media coverage and was requested to change #7 to Extensive Media/Community Exposure.</p> <p>b. How do we proceed? The spreadsheets/data will be collected twice a year via the updated report that Ellen created.</p> <p>Karen also needs to know about all of the teams across the state. She knows the regional teams, but it is the small teams that she is not knowledgeable of. She wants to refer people to resources and not have them go to the website for information. In the event of a disaster situation and the regional teams are deployed, what are the local teams? Karen is not looking to make referrals; she just needs to know what resources are available. Karen asked if it is feasible to ask the regions for this information. The regional committee members agreed that it was. She needs basic information of credible resources: names, phone numbers and regional service area. Also, she needs information on all credible instructors in the regions.</p>	<b>Karen will gather information from the regional leaders on all the credible resources in their regions as well as credible instructors.</b>
<b>Next Steps:</b>	<p>Karen will prepare a draft letter that provides information on the new standards that Virginia OEMS will follow for the training programs and also the mission of the OEMS CISM program. This letter will be sent out for review and the final copy will be placed on the website and sent to the teams as an FYI.</p> <p>At the next meeting we will complete the draft of the toolkit format and the accreditation of deployable resources.</p>	
<b>Additional Comments:</b>	None.	
<b>Schedule Next Meeting:</b>	The next meeting is June 24, 2010 at 10 a.m. at 1041 Technology Park Drive, Glen Allen, VA	
<b>Adjournment:</b>	The meeting was adjourned at 11:12 a.m.	